

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, SEPTEMBER 12, 2002
8:30 A.M.**

Commissioners Present: Bob Workman, Chair
Bernie Heier, Vice Chair
Larry Hudkins
Ray Stevens

Commissioners Absent: Kathy Campbell

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Bruce Medcalf, County Clerk
Trish Owen, Chief Deputy County Clerk
Ann Taylor, County Clerk's Office

The Staff Meeting was called to order at 8:45 a.m.

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, SEPTEMBER 5, 2002

MOTION: Stevens moved and Hudkins seconded approval of the Staff Meeting minutes of September 5, 2002. Heier, Workman, Hudkins and Stevens voted aye. Motion carried.

2 ADDITIONS TO THE AGENDA

- A. Flexible Employee Benefit Account (FEBA) and Dental Insurance
- B. Staff Meeting on September 17, 2002
- C. Lincoln Convention & Visitors Bureau (CVB) Director Search and Events
- D. Set Date for Public Hearing on One and Six Year Road and Bridge Improvement Program
- E. Region V (Executive Session for Potential Litigation)

MOTION: Heier moved and Hudkins seconded approval of the additions to the agenda. Stevens, Hudkins, Workman and Heier voted aye. Motion carried.

3 COMMISSIONERS MEETING REPORTS

- A. Meeting with Mayor Wesely - Workman, Heier

Workman and Heier said the gas tax, lodging tax, occupation tax on waste haulers, relocation of the Lincoln Area Agency on Aging, impact fees and medical expenses for inmates injured by police officers during apprehension were discussed.

- B. Public Building Commission (Regular Meeting & Special Meeting on Space Needs) - Campbell, Hudkins

Hudkins reported on plans for expansion of the Lincoln/Lancaster County Health Department and reconfiguration of the County-City Building.

- C. Region V Governing Board - Heier

Heier reported that the effective termination date for Jill Rubottom, Program Administrator for the Region V Mental Health, Alcoholism & Drug Abuse Program, is September 30, 2002. Dave Merrill, Region V Services, will serve as the Interim Director for 90 days.

Stevens suggested that the Board seek legislation to provide counties that comprise more than 30% of a Region representation on the Executive Committee.

- D. Air Pollution Advisory Board - Hudkins

Hudkins said pollution levels were reviewed.

- E. Board of Health - Hudkins

Hudkins said discussion focused on the City's cat and dog ordinances.

4 SALARIES FOR UNREPRESENTED, UNCLASSIFIED EMPLOYEES - Georgia Glass, Personnel Director; John Cripe, Classification & Pay Manager

Georgia Glass, Personnel Director, said the judges have agreed to a 3 percent increase for the bailiffs.

Board consensus was to tentatively approve a 3% increase for the bailiffs and the district court referee.

The Board will approve salaries for the unrepresented, unclassified employees at the September 17, 2002 County Board of Commissioners Meeting.

ADDITIONS TO THE AGENDA

- A. Flexible Employee Benefit Account (FEBA) and Dental Insurance - Georgia Glass, Personnel Director; Bill Kostner, City Risk Manager; Bill Thoreson, Benefits Specialist; Mary Kramer and Craig Currier, Marsh USA, Inc.

Craig Currier, Marsh USA, Inc., provided an analysis of the County's dental plan (Exhibit A), noting the following:

- * Monthly Paid Claims Report
- * Dental Renewal Summary
- * Experience Projection
- * Current Funding

Mary Kramer, Marsh USA, Inc., said there is no change in the fixed rate that Ameritas Life Insurance Corporation charges for administration of the plan.

Currier recommended no change in the funding rates.

Georgia Glass, Personnel Director, said employees enrolled in the health insurance plan will have increased deductible and out-of-pocket expenses in the coming plan year and recommended that the Flexible Employee Benefit Account (FEBA) maximum amount be increased from \$2,500 to \$3,500 per calendar year.

B. Staff Meeting on September 17, 2002

The Board will hold a Staff Meeting, if necessary, immediately following the September 17, 2002 County Board of Commissioners Meeting.

C. Lincoln Convention & Visitors Bureau (CVB) Director Search and Events

Workman said there are two finalists for the position of Lincoln Convention & Visitors Bureau (CVB) Director.

Kerry Eagan, Chief Administrative Officer, said several large events have indicated an interest in returning next year and said there are plans to develop a support model that will involve all of the hospitality and travel businesses.

D. Set Date for Public Hearing on One and Six Year Road and Bridge Improvement Program

Board consensus was to hold the hearing on October 29, 2002. Alternative date is November 12, 2002.

E. Region V (Executive Session for Potential Litigation)

Item covered in Item 6.

F. Lease Space for Veterans Service Center

MOTION: Heier moved and Hudkins seconded to approve the addition to the agenda. Stevens, Hudkins, Workman and Heier voted aye. Motion carried.

5 LINCOLN/LANCASTER COUNTY RESPONSIBLE HOSPITALITY COUNCIL (RHC) - Captain Joy Citta, Lincoln Police Department

Captain Joy Citta, Lincoln Police Department, gave an overview of courses and services offered by the Lincoln/Lancaster County Responsible Hospitality Council (RHC).

MOTION: Hudkins moved and Stevens seconded to direct Kerry Eagan, Chief Administrative Officer, and Gwen Thorpe, Deputy Chief Administrative Officer, to review the City's liquor ordinances and to bring back a model for the County.

Citta agreed to review a list of County liquor licenses and to provide the Board with a list of corporate managers that have attended the RHC training within the last three years.

ON CALL: Stevens, Hudkins, Workman and Heier voted aye. Motion carried.

6 POTENTIAL LITIGATION - Mike Thew, Chief Deputy County Attorney

MOTION: Heier moved and Hudkins seconded to enter Executive Session at 10:23 a.m. for discussion of potential litigation.

Hudkins asked that Deb Schorr, District 3 Commissioner-Elect, be allowed to remain in the room. There was no objection to the request.

ON CALL: Stevens, Hudkins, Workman and Heier voted aye. Motion carried.

MOTION: Stevens moved and Hudkins seconded to exit Executive Session at 11:03 a.m. Stevens, Hudkins, Workman and Heier voted aye. Motion carried.

7 MICROCOMPUTER FUND & ADDITIONAL APPROPRIATIONS FOR FISCAL YEAR 2002 - Dave Kroeker, Budget & Fiscal Officer; Doug Thomas, Information Services Director

Microcomputer Fund

Dave Kroeker, Budget & Fiscal Officer, disseminated P.C. Requests for FY03 (Exhibit B). He said Extension Service (Agency 645) is willing to delay replacement of seven computers for one year, a reduction of \$7,076. There is also a reduction of \$2,500 for Juvenile Detention (Agency 678), as computers for the fourth housing pod are no longer needed.

Doug Thomas, Information Services Director, reviewed Work-Station Configuration by Department (Exhibit C), noting the audit dates. He recommended reducing District Court (Agency 624) by \$10,000 and Public Defender (Agency 625) by \$7,000.

MOTION: Heier moved and Hudkins seconded to implement the following changes: 1) Reduce Juvenile Detention (Agency 678) by \$2,500; 2) Reduce Public Defender (Agency 625) by \$7,000; 3) Reduce Extension Service (Agency 645) by \$7,076; and 4) Reduce District Court (Agency 624) by \$10,000. Stevens, Hudkins, Workman and Heier voted aye. Motion carried.

Additional Appropriations for Fiscal Year 2002

Kroeker disseminated Detail Listing of Obligations Versus Budget for Budget Fiscal Year 2002 (Exhibit D) for Emergency Management (Agency 693) and Property Management (Agency 649). He explained that there was a clerical error in payroll entry and said a transfer of appropriations will be necessary.

8 BILLING CLERK AND OUTPATIENT CLINICIAN - Dean Settle, Community Mental Health Center Director

Dean Settle, Community Mental Health Center Director, said two members of his staff, a billing clerk and an outpatient clinician, have resigned their positions. He said both positions are essential and asked for authorization to hire replacements.

MOTION: Hudkins moved and Stevens seconded to grant the request. Stevens, Hudkins, Workman and Heier voted aye. Motion carried.

9 RENEWAL GRANT FROM COUNTY TO WOODS FOUNDATION ON BEHALF OF THE COMMUNITY SERVICES IMPLEMENTATION PROJECT (C-SIP) IN THE AMOUNT OF \$25, 000 - Kit Boesch, Human Services Administrator

Kit Boesch, Human Services Administrator, said Lancaster County is applying for a \$25,000 grant from the Woods Foundation on behalf of the Community Services Implementation Project (C-SIP).

MOTION: Stevens moved and Heier seconded approval of the grant application. Heier, Workman, Hudkins and Stevens voted aye. Motion carried.

10 HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT (HIPAA) - Diane Staab, Deputy County Attorney; Gwen Thorpe, Deputy Chief Administrative Officer; Doug Thomas, Information Services Director; Don Herz, City Finance Director; Connor Reuter, Assistant City Attorney

Diane Staab, Deputy County Attorney, said she contacted Douglas County to see what steps it has taken to become Health Insurance Portability & Accountability Act (HIPAA) compliant. She said she learned that Douglas County has hired a law firm to perform an initial assessment, a consultant to look at computer systems and a project manager with a computer background.

Gwen Thorpe, Deputy Chief Administrative Officer, said Sarpy County is just starting to gather information. She said the Nebraska Association of County Officials (NACO) is posting information on HIPAA on its webpage, but does not plan to provide direct assistance to counties.

Staab said technical support is crucial and said an assessment of computer systems and software for compliance is needed. She said Information Services lacks expertise in this area.

Doug Thomas, Information Services Director, reported that a consultant has performed a security assessment of the network, firewall and servers.

Staab said the Lincoln/Lancaster County Health Department is a major area of concern, although some programs will be excluded.

Stevens asked whether software vendors can provide assistance and suggested that written statements from the vendors indicating that their software is HIPAA compliant may help the County to demonstrate due diligence.

Thorpe recommended that the County partner with the City in hiring a consultant, estimating the cost at \$10,000.

Don Herz, City Finance Director, said the City has some exposure and is willing to look at participating with the County.

The Board asked Staab to visit with consultants regarding services and costs and to keep the City apprised.

11 ACTION ITEMS

- A. Budget Freeze Update:
 - 1. Request from Lancaster Manor

Larry Van Hunnik, Lancaster Manor Administrator, provided an explanation of the request for the following:

- a. New Motor for Bus (\$3,600)

MOTION: Hudkins moved and Stevens seconded to authorize the expenditure. Heier, Workman, Hudkins and Stevens voted aye. Motion carried.

Stevens suggested that Van Hunnik explore lease of the vehicle to other nursing home facilities.

- b. New Lift for Resident Transfers (\$4,500)

In response to a question from Hudkins, Van Hunnik said the manufacturer does not recommend weld repair.

MOTION: Hudkins moved and Stevens seconded to authorize the purchase of one new lift and to repair the existing lift, with verification of liability for the repair. Heier, Workman, Hudkins and Stevens voted aye. Motion carried.

c. Repair Damage Caused by Building Shift (No Estimate)

The Board requested an assessment by Don Killeen, County Property Manager, with a report back to the Board.

2. Clerk of the District Court Staff Resignation

Kelly Moore Guenzel Handlos, Clerk of the District Court, appeared and requested authorization to hire a temporary employee to fill a court services clerk vacancy in her office.

MOTION: Hudkins moved and Stevens seconded approval of the request. Heier, Workman, Hudkins and Stevens voted aye. Motion carried.

Handlos informed the Board that there is an additional court services vacancy in her office and said it does not need to be filled, at this time.

3. County Treasurer Staffing

Terry Adams, Deputy County Treasurer, appeared and requested authorization to fill a vacancy in the Motor Vehicles Department, offering to leave a position unfilled in the Tax Department instead (Exhibit E).

MOTION: Hudkins moved and Stevens seconded approval of the request. Stevens, Hudkins, Workman and Heier voted aye. Motion carried.

B. District Court Audit Requirement Certification Forms

MOTION: Hudkins moved and Stevens seconded to authorize the Chair and Chief Administrative Officer to sign the certification forms, after review by the Budget and Fiscal Officer. Stevens, Hudkins, Workman and Heier voted aye. Motion carried.

C. Request from Brian Pillard, Records & Information Manager, to Attend Annual Nebraska E-Gov Conference on September 26, 2002 at the Cornhusker Hotel, Lincoln, Nebraska

MOTION: Hudkins moved and Stevens seconded to: 1) Authorize Brian Pillard, Records & Information Manager, and Gwen Thorpe, Deputy Chief Administrative Officer, to attend the conference; 2) Authorize additional hours for John Hudson, Stores Clerk, so he can assist with job duties while the Records & Information Manager is at the conference. Heier, Workman, Hudkins and Stevens voted aye. Motion carried.

ADDITIONS TO THE AGENDA

- F. Lease Space for Veterans Service Center - Gary Chalupa, Veterans Service Officer; Don Killeen, County Property Manager

Gary Chalupa, Veterans Service Officer, reported on an offer of 1,400 square feet of space in the Veterans Administration Medical Center, 70th & "O" Street, for relocation of the Veterans Service Center. The cost will be \$7.00 per square foot, with utilities and janitorial service included.

Don Killeen, County Property Manager, said Trabert Hall will run \$7.50 per square foot and said some remodeling will be necessary.

Chalupa said computer network issues still need to be resolved.

Hudkins and Heier indicated a preference to locate the agency in a county-owned building.

MOTION: Heier moved and Hudkins seconded to relocate the Veterans Service Center to Trabert Hall and to authorize additional office space, if needed. Stevens, Hudkins, Workman and Heier voted aye. Motion carried.

12 ADMINISTRATIVE OFFICER REPORT

- A. Lancaster Manor Alltel Service Agreement

Eagan reported on a recommendation from Larry Van Hunnik, Lancaster Manor Administrator, to continue with the "pay as you go" policy on telephone maintenance, labor, material and replacement parts.

- B. Community Mental Health Center Sticky Voucher AD Unit Project, 2003

Stevens said 80 units serving individuals with mental illness who need independent living accommodations are proposed.

Board members were supportive of the concept.

C. Appointment to the Lincoln Area Agency on Aging Advisory Council

The Board scheduled reappointment of Phyllis Bovee and Barb McCabe to the Lincoln Area Agency on Aging Advisory Council on the September 17, 2002 County Board of Commissioners Meeting agenda.

D. Report on Economic Development Meeting

Thorpe said a Request for Proposals (RFP) Selection Committee has been formed to select a consultant to develop a strategic plan for the Lincoln Partnership for Economic Development (LPED). She said Lancaster County and Lincoln Electric System (LES) are not represented on the committee.

MOTION: Hudkins moved and Heier seconded to authorize the Chair to contact the Mayor's Office and request that Lancaster County and Lincoln Electric System (LES) have representation on the Request for Proposals (RFP) Selection Committee. Heier, Workman and Hudkins voted aye. Stevens voted no. Motion carried.

13 ADJOURNMENT

MOTION: Hudkins moved and Heier seconded to adjourn the meeting at 12:28 p.m. Stevens, Hudkins, Workman and Heier voted aye. Motion carried.

Bruce Medcalf
County Clerk